

25 October 1982

NOTE FOR: Fred Hutchinson

SUBJECT : Job Description for Portion of New AG Position
Devoted to NIO/EA and NIO/NARC

Job Classification

- Filter State and CIA traffic, the latter to include DDO and DDI material;
- Arrange and manage conferences;
- Prepare briefing material and agendas for meetings;
- Prepare minutes of Warning and other meetings;
- Draft memoranda on request;
- Handle some but by no means all telephone calls on behalf of the NIO; and
- Undertake limited analytical work on assigned topics.

STAT

I note that there is an empty office on our side and according to [] there is no immediate plan to fill it. Since it would be easier for an assistant to do AG work up here than to do my work down there, ~~Could~~ an assistant move into the empty office with the understanding that he would have to share it later with someone else?

DG
David D. Gries